

Job Description and Person Specification

Chartered Surveyor – Residential / Domestic

Job Description – Chartered Surveyor (Residential / Domestic Focus)

Job Title: Chartered Surveyor – Residential / Domestic Focus

Responsible to: Managing Director (MD)

Accountable to: Managing Director (MD)

Job Summary

- Carry out day-to-day residential building surveying activities in line with RICS and company standards.
- Use professional judgement and initiative to ensure best practice at all times.
- Uphold the values, standards and policies of the Company, and challenge or report any behaviour that may put these in jeopardy.

General Duties

- Present a professional image at all times in line with the company dress code.
- Maintain a tidy, safe and presentable working environment (office, site and vehicle).
- Comply with all Health & Safety legislation and company procedures, including taking reasonable steps to prevent accidents, reporting hazards/incidents/near-misses, and carrying out risk assessments where required.
- Follow manual handling guidance and use appropriate equipment and safe techniques when handling tools, ladders and materials.
- Attend internal and external training as required and share learning with the wider team when requested.
- Take care of all company equipment, ensuring it is used correctly, stored safely and reported if damaged or faulty.
- Support colleagues and assist other team members during busy periods or staff shortages to ensure smooth running of the business.
- Keep accurate records and use the company CRM and job management systems for all instructions, inspections, reports and communications.

Specific Duties – Residential / Domestic

- Residential Surveys
 - Undertake RICS Level 2 and Level 3 pre-purchase surveys on houses and flats.
 - Inspect properties, identify defects and risks, and provide clear, jargon-free advice to clients.
 - Dictate and review reports for accuracy prior to issue (reports typed by the admin team).
- Defect Diagnosis & Reporting
 - Investigate building defects (e.g. damp, movement, roof issues, timber defects).
 - Identify root causes and appropriate remedial works.
 - Prepare clear, evidence-based defect reports and recommendations.
- Project Work (Domestic)
 - Project manage reinstatement, alteration, refurbishment and extension projects to residential properties.
 - Prepare schedules of work/specifications for domestic schemes.
 - Undertake contract administration duties through to completion, including site inspections and dealing with variations.
 - Act as Principal Designer under CDM 2015 where required.
- Party Wall & Neighbourly Matters
 - Prepare and serve Party Wall notices and awards for domestic projects.
 - Act as Building Owner's Surveyor, Adjoining Owner's Surveyor or Agreed Surveyor as appropriate.
 - Prepare schedules of condition and maintain good neighbourly relations.
- Insurance & Valuation (Desirable, Not Essential)
 - Undertake and assist with insurance reinstatement cost assessments for residential property.
 - Provide domestic property valuations where appropriately qualified (e.g. RICS Registered Valuer).
- Other
 - Undertake any other general residential surveying duties consistent with the role and level of responsibility.

Terms & Conditions (Indicative)

- Salary: £50,000 per annum + discretionary bonus (OTE up to £90,000).
- Hours of Work: 9:00am – 5:00pm, Monday to Friday.
- Holiday: 5 weeks' annual leave plus bank holidays.
- All appointments are subject to acceptance of the Company's terms and conditions, policies and procedures, and satisfactory background checks.



Summary

- This job description is not exhaustive; flexibility is required at all times.
- You may be required to undertake other reasonable duties that fall outside the above description as requested by a senior member of staff.
- All job descriptions are subject to review and amendment, by agreement, to reflect changes in working practices or business needs.

Person Specification – Chartered Surveyor (Residential / Domestic)

Essential Qualifications

- MRICS or FRICS (Building Surveying or closely related discipline).
- Relevant property/construction-related degree (e.g. Building Surveying, Quantity Surveying, Construction Management).
- Full UK driving licence and access to a suitable vehicle for business use.

Desirable Qualifications

- RICS Registered Valuer status (or eligible and willing to obtain).
- Additional CPD/training in residential building pathology, Party Wall etc. Act, CDM 2015 / Principal Designer, and contract administration / JCT.

Essential Experience

- Significant post-qualification experience as a residential building surveyor (typically 3+ years PQE).
- Strong track record of RICS Level 2 and Level 3 residential pre-purchase surveys.
- Proven experience of defect diagnosis and preparing high-quality, client-friendly residential reports.
- Experience delivering domestic refurbishment, reinstatement, alteration and/or extension projects.
- Experience preparing specifications/schedules of work and acting as contract administrator.
- Experience dealing with homeowners and private clients, managing expectations and explaining technical issues clearly.
- Regular use of IT (Word, Outlook, Excel) and CRM/job management systems.

Desirable Experience

- Acting under the Party Wall etc. Act – notices, schedules of condition and awards on domestic schemes.
- Acting as Principal Designer under CDM 2015 on residential projects.
- Undertaking insurance reinstatement cost assessments for houses and flats.
- Providing residential valuations.

Essential Skills & Knowledge

- Strong technical knowledge of residential building construction and pathology.
- Excellent written communication – able to produce clear, concise, well-structured reports with minimal editing.
- Confident verbal communication, able to reassure and guide often anxious homebuyers.
- Good working knowledge of Building Regulations, Party Wall etc. Act and CDM 2015 as they relate to domestic work.
- Strong time management and organisation – able to handle a steady caseload and meet report deadlines.
- Commercial awareness – understanding of fees, profitability and client service.

Personal Qualities

- Professional and credible, with a strong client focus.
- High level of integrity, discretion and accountability.
- Calm, practical and solution-focused.
- Self-sufficient but also a supportive team player.
- Proactive, with a genuine desire to take ownership of instructions.
- Willingness to mentor juniors and share knowledge.
- Flexible, adaptable and positive about business growth.